## UNITED STATES DEPARTMENT OF THE INTERIOR AWARD CERTIFICATION

Rivera Perez
Is Presented a:

	is Presented a:
М	onetary Award or Recognition
	STAR Award in the gross amount of \$
	X Quality Step Increase (sustained exceptional performance pay increase)
	Time Off Recognition-number of hours
	Non-Monetary Recognition with a cash value of \$
	Interior Innovation Award (\$1,000 increase to operating budget)
	Continuous Improvement Incentive (check appropriate award above)
В	ureau-Specific Award
	(Title)
HC	onor Award
•	Highest Honors:
	Distinguished Service Award
	Conservation Service Award
•	Mid-Level Honors:
	Meritorious Service Award
	Outstanding Service Award
	Unit Award for Excellence of Service
•	Initial Honors:
	Superior Service Award
	Citizen's Award for Exceptional Service
•	Heroic Act Honors:
	Valor Award
	Citizen's Award for Bravery
	Exemplary Act Award

**JUSTIFICATION** Required only for monetary awards, innovation awards, non-monetary recognition of significant value, or time off recognition. Citation is justification for honor awards. Attach copy of citation.

See attached justification

## See 224 FW 3-8 for information on correct signatures.

incorrect forms will be returned.
NOMINATION SIGNATURES [As required by Bureau delegations]
ARD Project Ldr
(Signature, Title, and Date) Signature, Title, and Date)
APPROVED BY: RD  (Signature, Title, Date, and Telephone Number including Area Code)
<b>FINANCIAL ACTION RECORD</b> This record is to initiate payment, accounting and tax transaction for STAR awards and non-monetary recognition of significant value. Do not complete for Quality Step Increases, Time Off recognition, Interior Innovation Award or Honor Awards.
Recipient Name: Rivera Perez Social Security Number: 123-45-6789
Bureau Sub-Bureau Block Org. Code Cost Account  MONETARY AWARD TO BE PAID THROUGH THE PAYROLL SYSTEM  Total Cash Award (Hours Code 30A) \$ (Gross Amount)  Pay Period to be Processed by Payroll
NON-MONETARY RECOGNITION OF SIGNIFICANT VALUE (from \$26 to \$250)  Cash Value of Award (Hours Code 66A) \$ (Net Amount)  Value Including Taxes (Cash Value divided by .55) \$ (Gross Amount)
<b>Disposition of this form:</b> Original to servicing personnel office, copy to recipient. For STAR awards, On-the-Spot awards, and non-monetary recognition of significant value FAX page 2 of this form to Payrol Operations Division. This fax is in lieu of original. <b>DO NOT SEND ORIGINAL OF THIS DOCUMENT TO PAYROLL.</b>
Note: Information on this form is protected by the Privacy Act. Disclosure may be made only to authorized persons according to Title 5 U.S.C., Section 552a(b).
To be completed for honor awards only:  No derogatory information was found in the employee's Official Personnel Folder
Signature and Date of OPF Review

## Attachment for QUALITY STEP INCREASE (QSI) JUSTIFICATION - MS. RIVERA PEREZ

Ms. Perez is the Administrative Technician at the Up-The-River National Wildlife Refuge. She is deserving of a QSI for exceeding the expectation of the critical results on her performance plan as described below:

**Budget & Finance:** Rivera exceeded expectations of this critical result by effectively managing the Station budget which included an additional \$2 Million in Station funding this year due to flood, private lands, and fire funding in addition to grants and cooperative agreements for other projects. That additional funding resulted in 10 additional cost structures to mange. In addition, Rivera developed an easy-to-use tracking system that enabled the staff to access funding information, even if Rivera was not available.

**Procurement:** Rivera exceeded expectations of this critical result by effectively handling a 50 percent increase in procurement activity (both in numbers and dollar amount) due to the additional funding. Her exceeding the expectations of this critical result was demonstrated by not only the volume, but the manner in which she handled multiple people asking her to handle procurement requests at the same time and her developing a tracking system so there was access to the status of each procurement.

Office Management & Automation: Rivera exceeded expectations of this critical result by serving as the Station's computer support person at a time when a new network was installed and her setting up new computers and equipment replacement. During this year, there were very few disruptions in computer service to the station and any disruptions were quickly resolved by Rivera. This critical result was also exceeded by the fact that Rivera accomplished this with limited involvement of the Regional Computer Support Group.

**Public Contacts & Communications:** Rivera exceeded expectations of this critical result by serving as the public's point of contact for the National Fishing Day and National Wildlife Refuge Week activities. This year, the public participation and media coverage for these events at least doubled from previous years. This was accomplished by Rivera willingness to take the initiative to increase the distribution of information on these events and fielding numerous inquiries. Rivera's assistance and attention to detail contributed to the success of these events and has a priceless benefit to the Refuge.